



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	September 24, 2015	Closing Date:	October 8, 2015
Job Title:	Records and Reproduction Clerk	Position Type:	Regular Full Time
PIN:	059695 and 084659	FLSA Status:	Non-Exempt
Location:	Circuit Court for Queen Anne's County, Centreville, Maryland	Grade/Salary:	J05 \$28,973 - \$34,289
		Financial Disclosure:	No

Essential Functions: The main purpose of this position is to perform scanning of court records for the Clerk's Office and assisting the public in the public record room. Job duties include performing records retention on the civil/paternity and criminal case files; Electronically capturing these documents by scanning them and uploading the images to Papervision and/or MDEC; Responsible for preparing the transmittal and inventory of the records; Assists the public and/or attorneys in providing general information for cases on MDEC that will be located in the Records Room; Assists users in accessing these cases on the public terminals and providing copies; Assists the public with other case records not in a computer type system, i.e. our historical records; Answers telephone inquiries from the public regarding basic questions regarding cases, and/or how to access a case on-line; Processes incoming and outgoing mail; Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of clerical experience.

Skills/Abilities: Ability to communicate in an effective, patient and tactful manner with the public and co-workers; Ability to understand verbal and written instructions and utilize proper procedures; Ability to use a computer, with emphasis on scanning documents; Experience working with the public, computers, and scanners; Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Queen Anne's County
100 Court House Square
Centreville, Maryland 21617
ATTN: Scott MacGlashan, Clerk of Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.